

Professional and Managerial Branch
Fiscal and Tax Administration Group
Fiscal Series

GRANTS ACCOUNTING MANAGER

04/96 (SAC)

Summary

Under direction, as division head, manage preparation of Citywide financial analyses, accounting treatment and reporting of government and private grants, which includes processing and tracking of budgets, loan portfolios, program income projections, related compliance issues, and other allied functional segments of Comptroller Department, as delegated.

Typical Duties

Plan, develop and organize methods and policies for preparing and maintaining assigned grants related portion of automated financial reports and accounting records, grant or similar funds received, and their allocation, expenditure and repayment. Involves: researching and effectively recommending new and changed rules and techniques to safeguard the accuracy, completeness, timeliness and confidentiality of fiscal information generated and archived by the Financial Accounting Management Information System (FAMIS) and other related or interfacing automated reporting and recording systems, and to comply with grant provisions and current accepted governmental accounting principles and standards, and federal, state and local statutory requirements; collaborating, as necessary, with fiscally responsible professionals and managers in other Comptroller divisions, internal auditing, management information systems, affected City departments, and grantors including federal, state and local agencies or private organizations to review grant applications and distribution of program income, integrate processes, software and hardware; formulating and disseminating general administrative guidelines for entry, retrieval, storage, interpretation, application, presentation and control of information pertaining to community development and other operating and capital project grants.

Implement and coordinate periodic reporting to grant agencies, on going overall grant programs, financial analysis and accounting. Involves: directing work processes, balancing workloads and expediting work flow; reconciling grant data and reimbursements to FAMIS; evaluating division operating results for achievement of goals within budget using available resources; studying and standardizing accounting procedures to continuously improve recording, reconciling and reporting efficiency, and facilitate internal controls; monitoring and enforcing adherence of information received and processed and of subrecipient activities to City Comptroller rules and regulations, and other governmental laws and codes; preparing monthly, quarterly and annual reports, the Schedule of Federal Financial Assistance, and other supporting schedules for the Comprehensive Annual Financial Report (CAFR); overseeing or personally performing ad hoc collection, compilation, breakdown, summarization, comparison and forecasting of accounting and statistical data to mathematically, narratively and graphically depict, estimate and explain the status, fluctuations and trends of actual and budgeted expenditures, revenues and other financial activities pertaining to and influencing the fiscal condition of grant-funded programs; investigating and resolving complex accounting problems and implementing appropriate corrective action; examining performance measures to justify renewal or extension of grants and monitoring compliance and expenditures to ensure funds are expended according to grant provisions and within grant period, as applicable.

Supervise assigned professional and clerical accounting personnel. Involves: assigning, instructing, guiding, checking work; appraising performance; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related professional administrative duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers, if required; ensuring proper operation, care and maintenance of equipment, facilities and supplies; cooperating with investigations of internal and independent auditors of funding organizations and implementing specified corrective action, and responding to other requests for information; recording and reporting division activities and costs, preparing division budget requests, and monitoring and controlling expenditures.

Minimum Qualifications

Training and Experience: Graduation from accredited college or university with Bachelor's Degree in Accounting or Business Administration, with a concentration of thirty (30) semester hours in Accounting, a Master's Degree with eighteen (18) hours in Accounting or licensure as a Certified Public Accountant (CPA) may be substituted, or a related field; plus three (3) years performing increasingly responsible professional level accounting, including analysis, reporting and recording of operating and capital budget status, expenditure or reimbursement activities for

diverse projects or programs having multiple sources of government or privately donated or loaned funds; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: modern accounting and financial practices. Good knowledge of: capabilities of accounting and financial information systems comparable to that currently installed; business management, budgetary and statistical techniques; general federal compliance requirements and the provisions of the Single Audit Act; generally accepted governmental accounting principles, standards and financial reporting. Some knowledge of: supervisory techniques; municipal fiscal administration and internal control procedures.

Ability to: devise long and short term operations plans and assess results; implement and utilize automated accounting methods to comply with City policy requirements and professional standards; interpret an extensive array of technical instructions dealing with numerous concrete and abstract considerations; employ logic or scientific principles to define problems, collect data, establish facts, comprehend consequences of situations and draw valid conclusions; collaborate with other departments and Comptroller divisions to prioritize and balance functions of own division; establish and maintain effective working relationships with fellow employees, City officials, grantor organizations and outside auditors; clearly and concisely communicate facts and recommendations both orally and in writing; apply a broad range of mathematical concepts to perform grant accounting and descriptive statistics calculations; firmly and impartially exercise supervisory authority and enforce established rules and regulations; prepare comprehensive analytical reports and maintain related detailed records.

Skill in operation and care of personal computer, computer terminal and installed spreadsheet, word processing or specialized application software.

Special Requirement: Be available for work beyond standard workday or workweek hours as necessary.

Director of Personnel

Department Head

OFFICIAL